

HUMAN RESOURCES
IDEA Rewards Program/ ESP
IDEA Excellence (Special) Award Evaluation Form

IDEA#: _____

IDEA TITLE: _____

IDEA Expert (Evaluator): _____

Has this IDEA has been trial tested and/ or permanently and successfully implemented? If the IDEA will not be used it cannot be recognized and awarded an **IDEA Excellence (Special) Award**. This level includes up to \$5,000 in cash award for successfully implemented IDEAS with tangible cost savings.

Positive Recommendation: If you have confirmed the success of this IDEA and will be recommending an **IDEA Excellence (Special) Award**, complete the Analysis section and the appropriate **IDEA Excellence (Special) Award Worksheet (Tangible/ Intangible)**. Attach forms as needed.

Negative Recommendation: If the IDEA will not be used and you will be declining the **IDEA Excellence (Special) Award**, use the overall evaluation section to document the rationale behind your recommendation. Remember that a copy of all the information will be sent to the employee/ submitter.

ANALYSIS:

	YES	NO
<u>Monetary Savings</u> Will the IDEA result in cost savings or increased revenue for the first year of operation? If yes, please complete TANGIBLE AWARD WORKSHEET attached.		
<u>Practicality</u> Will implementation of this IDEA be practical?		
<u>Efficiency</u> Will the IDEA result in increased services, efficiency, or effectiveness of operation? If yes, and no tangible savings can be calculated, complete the INTANGIBLE AWARD WORKSHEET.		
<u>Conservation</u> Will the IDEA result in conservation of property and/or materials?		
<u>Physical Working Conditions</u> Will the IDEA result in improved safety or physical working conditions? If yes, but no tangible benefits can be calculated, please complete INTANGIBLE AWARD WORKSHEET.		
<u>Public Image</u> Will the IDEA enhance the County's public image? If yes, but no tangible benefits can be calculated, please complete the INTANGIBLE AWARD WORKSHEET.		
<u>Implementation</u> Specify the process of how the idea was implemented and what Division/Bureau has been successful with using it.		
<u>Budgeting</u> Specify which Division/Bureau has spent their budgetary funds in order to implement the idea.		

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IDEA# _____

Please describe in detail the factors supporting your analysis. Your comments and observations will assist the **IDEA Specialist** (ESP Department Coordinator), Departmental **IDEA** Review Committee (DIRC), Department Director, **IDEA** Manager, and potentially the Grand **IDEA** Award Screening Panel and the **IDEA Rewards** Committee (Employee Suggestion Committee) with assigning the appropriate recognition and award. Your response will also be shared with the **IDEA Maker**.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

(CIRCLE 1 or 2)

1. Do Not Grant **IDEA Excellence** (Special) Award
2. Grant **IDEA Excellence** (Special) Award
IDEA Implemented as of _____ 200_____

Contact number and e-mail: _____

ATTACHMENT B IDEA Rewards Program/ESP IDEA Excellence (Special) Award Eval .doc

IDEA#